



HADLOW  
COLLEGE

Innovation. Experience. Excellence.

## MINUTES OF THE GOVERNANCE & SEARCH COMMITTEE

HELD 29 SEPTEMBER 2011

Present: Mr H Guntrip Co-opted (Chairman)  
Mr G Charlton Business  
Mr N Coffin Business  
Mr P Hannan Principal

In attendance: Mr J Allen Clerk to the Governors

The meeting commenced at 09.30.

### APOLOGIES FOR ABSENCE & DECLARATION OF INTERESTS

1. There were no apologies.

### MINUTES

2. **RESOLVED** that the minutes of the meeting held 19 May 2011 be approved as a correct record and signed by the Chairman.

### MATTERS ARISING

3. There were no matters arising.

### BOARD MEMBERSHIP

4. The College report '*Board Membership*' was received (copy attached to the signed minutes). The report confirmed that there is currently one vacancy following the recent resignation of Lynette Monterrio. Tabled at the meeting was the current skills audit of governors.
5. Following review it was agreed to conduct a search looking for suitable candidates who can cover the following skill areas:
  - Farming/Agriculture
  - Horticulture
  - Human Resources
6. A progress update was given on the process of seeking the nomination of 2 student governors.
7. It was noted that 5 governor's terms of office expire during 2012; these being:

Mr B McNicoll	12/3/12
Dr M Noble	31/7/12
Mr J Boxall	31/7/12
Mr H Guntrip	31/7/12
Mr P Dubrow	31/7/12

8. It was agreed to instruct the Clerk to make contact with all 5 to see if they are willing to put themselves forward to serve another term. On receipt of a completed re-appointment questionnaire, the Committee would then consider any re-appointment recommendations to put to the Board.
9. It was agreed to hold a meeting of the Committee in January/February to consider re-appointment recommendations.
10. It was **RESOLVED** to note the report.

## **MONITORING OF COLLEGE PERFORMANCE & ASSESMENT OF RISK**

11. The College report '*Monitoring of College Performance & Assessment of Risk*' was received (copy attached to the signed minutes). The Board has agreed a framework for the monitoring of College performance. The Governance & Search Committee, or the Board if the G&S Committee has not met during the term, has been identified for being responsible for the monitoring of governance, leadership & management. It is planned to carry out the assessment at each meeting of the Governance & Search Committee, or the Board, through a standing agenda item '**Monitoring of College Performance**'.
12. Once the assessments have been agreed, the Committee or Board, in conjunction with College management, will agree on the overall assessment (Red – High concern; Amber – Some concern; or Green – No concern) to be made for the area of Governance, Leadership & Management.
13. Against each of the 9 identified performance indicators for governance, leadership & management the assessment of no risk/no concern was agreed.
14. It was **RESOLVED** to inform the Board of the following overall assessment:

Governance, Leadership & Management	<b>No Risk/No Concerns</b>
-------------------------------------	----------------------------

## **REVIEW OF GOVERNANCE ACTION PLAN**

15. The report from the Clerk '*Review of Governance Action Plan*' was received (copy attached to the signed minutes). Following the Governance Review agenda item at the Board Strategy meeting held in June, the July Board meeting resolved to agree the action plan arising from the review. A total of 6 action points were identified and the attached report summarised progress made to date in the implementation of the actions.
16. It was confirmed that action points 1 to 4 have either been implemented or will soon be implemented. These being:
  - New Board Structure (Implemented)
  - Terms of reference for the 2 new Committees (Implemented)

- Governance self-assessment – (Soon to be implemented at Governor Strategy meeting to be held 13/10/11)
- Email notification to governors between meetings (Implemented)

17. The 2 actions points still to be implemented are:
- Dedicated governors page via Moodle
  - To seek the views of staff (through management group structure) and students (through the Students Union and Learner Voice) on how they would like to see communication improved with the Board.
18. Following review it was agreed for the Principal to take forward these two action points.

**DATE OF NEXT MEETING**

19. Date to be confirmed for either January/February 2012.

The meeting closed at 10.30.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_